

# ARIMS Training

Western Region Cadet  
Command

# Training Outline

- Define ARIMS
- Why the change from MARKS to ARIMS
- Discuss how ARIMS different from MARKS
- Show how to create an ORL.
- Show how to make a label for ARIMS files.
- Questions and Answers.

# What is ARIMS?

- ARIMS (Army Records Information Management System) is the Army's newest filling system
- ARIMS provides the Army with the ability to more easily manage its hard copy and electronic records. Using web based tools and technology; ARIMS provides enhanced capabilities for the identification of important records, storage and indexing of those records, and the tracking and retrieval of those records stored in the Army's Records Holding Area(s). The Army Electronic Archive (AEA) module of ARIMS provides large-scale, secure storage for the Army's important email and other electronic records.

# Why change from MARKS to ARIMS?

- Under the MARKS System of filing, records were large and cumbersome. There was a great deal of confusion when trying to establish new records or even determining when and where an item should be filed.
- ARIMS streamlines the filing process by empowering the controlling office with the tools needed for success.

# How is ARIMS different from MARKS?

- A typical MARKS label would look something like this.

25-1c Information Management  
Plans (IMP)

(02)

COFF 31 Dec 02, Trf RHA Jan 05, Ret  
WNRC Jan 96, Dest Jan 2011

# A New ARIMS Label

- This is an example of a new ARIMS label.

T: MACOM MODPLAN

(04)

# Wait, that is a lot different...

- As you can tell the new label is much more compact.
- It also seems like there is quite a bit less information on the new label.
- You will see that all the old information is still there, but in a new form.

# Parts of the New Label

The letter T refers to the file disposition.  
T is for transfer, K is for keep.

T: MACOM MODPLAN

(04)

File name

File year

# Ok, that makes some sense, but...

- What about my file numbers?
  - File numbers are still used, and can be found on the ARIMS website. You can include file numbers on your files if you feel they are necessary.

25-1c1

T: MACOM MODPLAN  
(04)

# I am starting to understand...

- How do I know when to stop and start a file?
  - All files are based either on calendar year or fiscal year. You can find that information by looking up your file in the ARIMS website.

# What is an ORL and how do I make one?

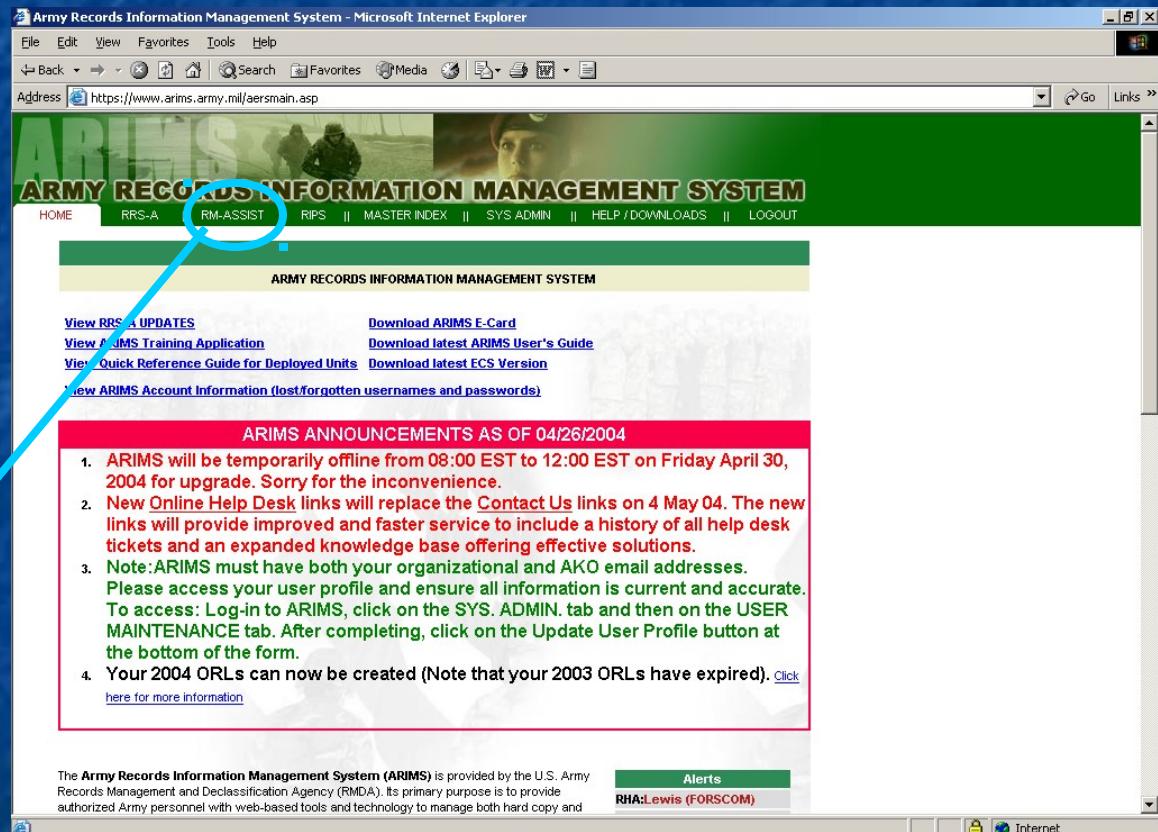
- An ORL is what use to be known as the Master File List. It is a list of all the files that are contained within an office.
- To build an ORL go to the ARIMS website, after logging in you will be able to go to the RM-Assist Tab and then to Create ORL.
- After selecting the Create ORL you will be Asked to name your ORL and give it a file year.

# How do I add files to my ORL?

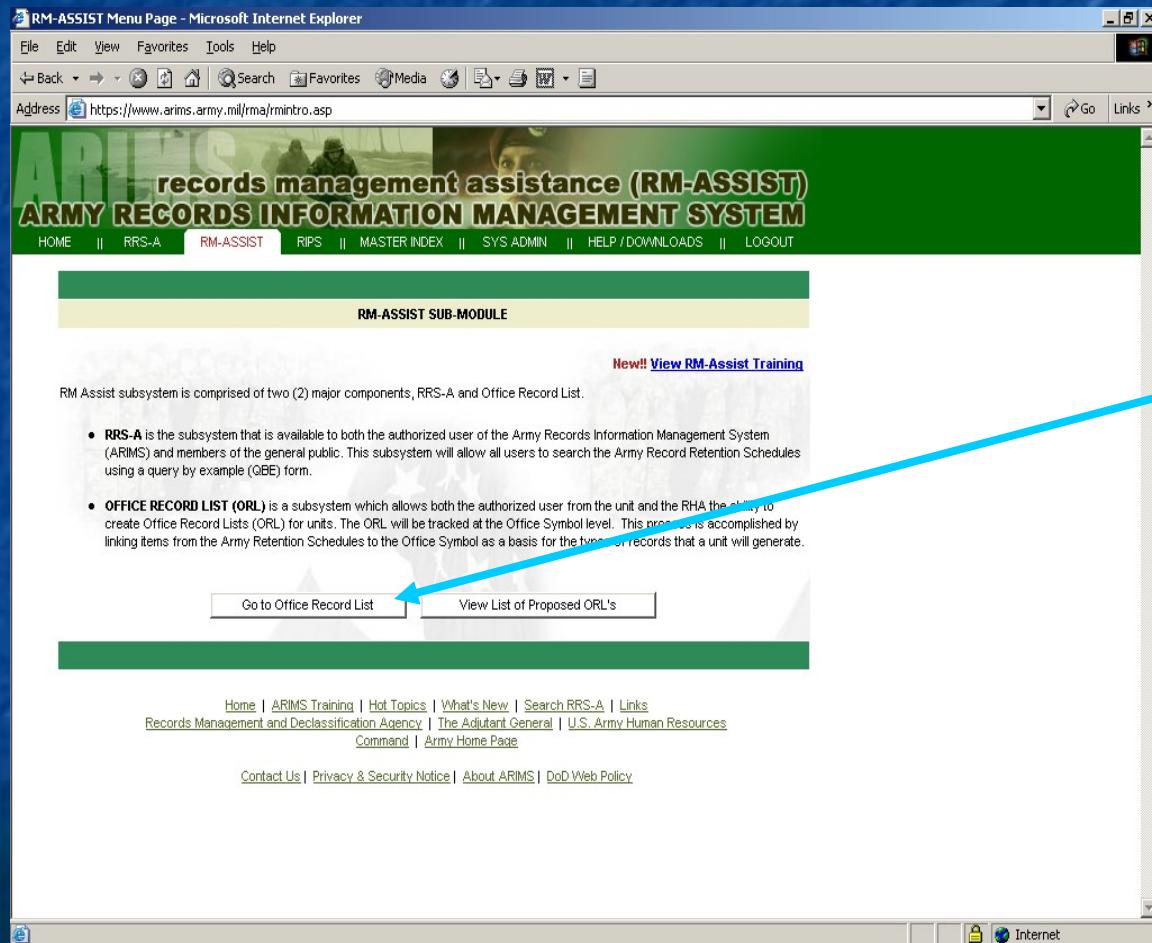
- Once your ORL is created you will be able to use the RM-Assist to add files to it.
- You can search for files by name or by file number.

# Step by Step to Making an ORL

- First Log into ARIMS. And go to the home page.
- Then click the RM Assist tab.



# Step by Step to Making an ORL



- Your next step is to click on the “Go to Office Record List” button.

# Step by Step to Making an ORL

- This screen should list your MACOM, RHA, Unit and Office Symbol.
- You will want to click on the “Create ORL” button to continue.

Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address https://www.arims.army.mil/rma/orlintro.asp?action=reloadofficesymbol

ARIMS records management assistance (RM-ASSIST)  
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

OFFICE RECORD LIST (ORL) SUB-MODULE

Office Record List (ORL) is a subsystem which allows both the authorized user from the unit and the RHA Records Manager the ability to create Office Record Lists (ORL) for units. The ORL will be tracked at the Office Symbol level; This process is accomplished by linking items from the Army Retention Schedules to the Office Symbol as a basis for the types of records that a unit will generate. If the ORL is created by the Unit user, the RHA Records Manager may approve the ORL before the unit can use the list. Once the unit has created an ORL, a set of barcode labels can be generated for the unit's use. These barcode labels are to be placed on folders/boxes in the unit's filing area for future records collection by records managers.

MACOM: FORSCOM  
RHA: Lewis (FORSCOM)  
UNIT: ROTC REGION 4  
OFFICE SYMBOL: ATOM-RM

(1) To Create an ORL ? Select the Create ORL button and enter name  
(2) To Update/View an ORL ? Select the ORL Name

[VIEW ACTIVE ORLs]

Name	Year	Approved	Date Created	Created By	Active
Sorry, There are no ORLs (Office Record Lists) for the Office Symbol you selected.					

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Create ORL Rename ORL Copy ORL View ORL Update ORL Print ORL Print Label

Done Internet

# Step by Step to Making an ORL

Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://www.arims.army.mil/rma/orlintro.asp?action=createorl Go Links

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MACOM FORSCOM  
RHA Lewis (FORSCOM)  
UNIT ROTC REGION 4  
OFFICE SYMBOL ATOW-RM

(1) To Create an ORL ? Select the Create ORL button and enter name  
(2) To Update/View an ORL ? Select the ORL Name

CREATE NEW ORL

ORL name	Office Files
ORL Year	2004

CREATE ORL

[VIEW ACTIVE ORLs]

Name	Year	Approved	Date Created	Created By	Active
Sorry, There are no ORLs (Office Record Lists) for the Office Symbol you selected.					

Create ORL Rename ORL Copy ORL View ORL Update ORL Print ORL Print Label

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links

Done Internet

Here you will input what you want your ORL to be named.

Then click the “Create ORL” button.

# Step by Step to Making an ORL

- This screen shows that your ORL is saved successfully.
- To continue click on your new ORL's name.

Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.arims.army.mil/rma/orlintro.aspx?action=create

HOME || RRS-A || RM-ASSIST || RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

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MACOM: FORSCOM  
RHA: Lewis (FORSCOM)  
UNIT: ROTC REGION 4  
OFFICE SYMBOL: TOW-RM

(1) To Create an ORL ? Select the Create ORL button and enter name.  
(2) To Update/View an ORL ? Select the ORL Name.

THE ORL WAS SAVED SUCCESSFULLY

[VIEW ACTIVE ORLs]

Name	Year	Approved	Date Created	Created By	Active
Office Files	2004	Proposed	4/28/2004	BryanMichael Gowrie	Yes

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links  
Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources  
Command | Army Home Page

# Step by Step to Making an ORL

Office Record List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://www.arims.army.mil/rma/orlintro.asp

OFFICE RECORD LIST (ORL) SUB-MODULE

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MACOM FORSCOM  
RHA Lewis (FORSCOM)  
UNIT ROTC REGION 4  
OFFICE SYMBOL ATOW-RM

(1) To Create an ORL ? Select the Create ORL Button and enter name  
(2) To Update/View an ORL ? Select the ORL Name

[VIEW ACTIVE ORLs]

Name	Year	Approved	Date Created	Created By	Active
Office Files >>	2004	Proposed	4/28/2004	Erivan Michael Gowrie	Yes

Create ORL | Rename ORL | Copy ORL | View ORL | **Update ORL** | Print ORL | Print Label

\* Please use the COPY ORL button, to save an existing ORL as a new one.

Home | ARIMS Training | Hot Topics | What's New | Search RRS-A | Links  
Records Management and Declassification Agency | The Adjutant General | U.S. Army Human Resources  
Command | Army Home Page  
Contact Us | Privacy & Security Notice | About ARIMS | DoD Web Policy

Done

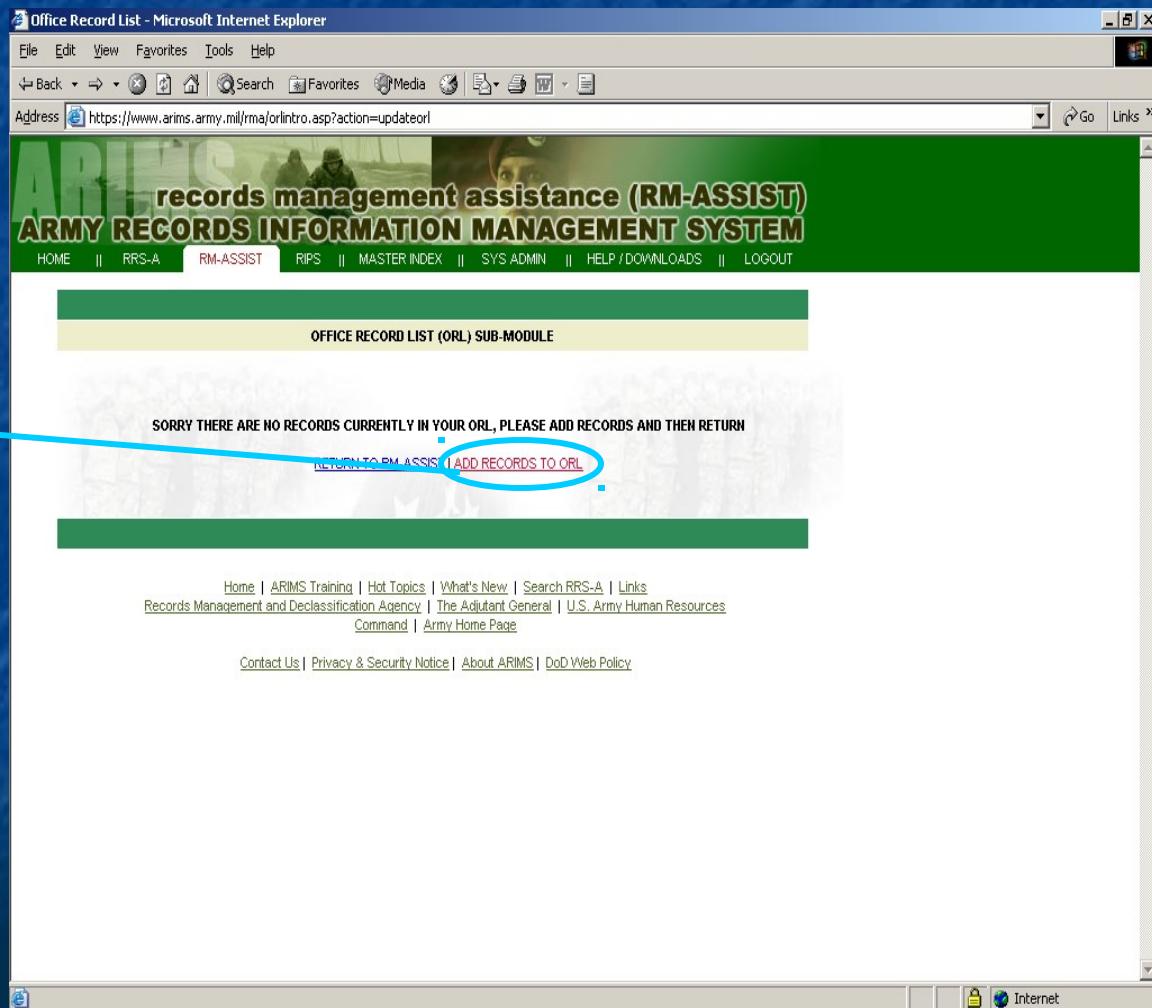
Now your new ORL is highlighted and the 7 buttons below it are accessible.

We will now add a file to the ORL.

To Continue click on the "Update ORL" button.

# Step by Step to Making an ORL

- Click on the “Add Records to ORL” link.



# Step by Step to Making an ORL

RRS-A Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.arims.army.mil/rssanew/rssrch.asp?page=6&ofid=10698&cbofficesymbol=14461&rfname=Office%20Files&created=4/28/2004%204:17:38%20PM&by=Brya Go Links

RECORDS RETENTION SCHEDULE UPDATE ORL - ARMY (SEARCH) FOR OFFICE FILES

New!! [View RSSA Training](#)

**Update ORL**

**ORL Name:** Office Files  
**Created By:** Bryan Michael Gowrie  
**Date Created:** 4/28/2004 4:17:38 PM

**Related Links**

[RSS-A Advanced Search](#)  
[RSS-A View Updates](#)  
[Disposition Codes](#)

▶ **Search by Keyword**  
[Text input field]

OR

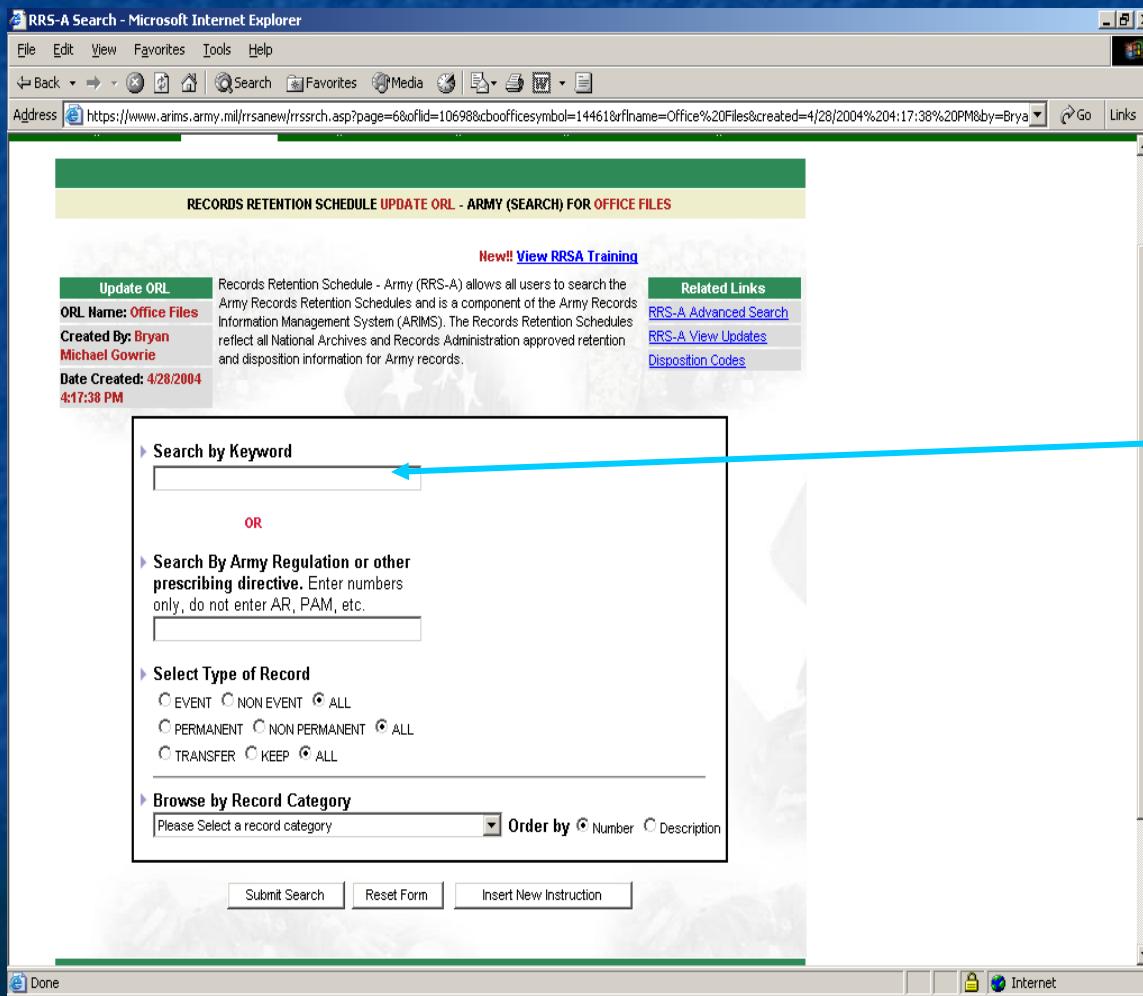
▶ **Search By Army Regulation or other prescribing directive.** Enter numbers only, do not enter AR, PAM, etc.  
[Text input field]

▶ **Select Type of Record**

EVENT  NON EVENT  ALL  
 PERMANENT  NON PERMANENT  ALL  
 TRANSFER  KEEP  ALL

▶ **Browse by Record Category**  
Please Select a record category   Number  Description

Done Internet



- We will put in the old MARKS file number to search for the new ARIMS file number.

# Step by Step to Making an ORL

- We enter 600-8-10a (the old MARKS number)
- Then click on the “Submit Search” button.

RRS-A Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.arims.army.mil/rrsanew/rrssrch.asp?page=6&ofid=10698&cbofficesymbol=14461&flname=Office%20Files&created=4/28/2004%204:17:38%20PM&by=Brya

RECORDS RETENTION SCHEDULE UPDATE ORL - ARMY (SEARCH) FOR OFFICE FILES

New! [View RRSA Training](#)

**Update ORL**

**ORL Name:** Office Files  
**Created By:** Bryan Michael Gowrie  
**Date Created:** 4/28/2004 4:17:38 PM

Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

**Related Links**

[RRS-A Advanced Search](#)  
[RRS-A View Updates](#)  
[Disposition Codes](#)

**Search by Keyword**  
600-8-10a

OR

▶ **Search By Army Regulation or other prescribing directive.** Enter numbers only, do not enter AR, PAM, etc.

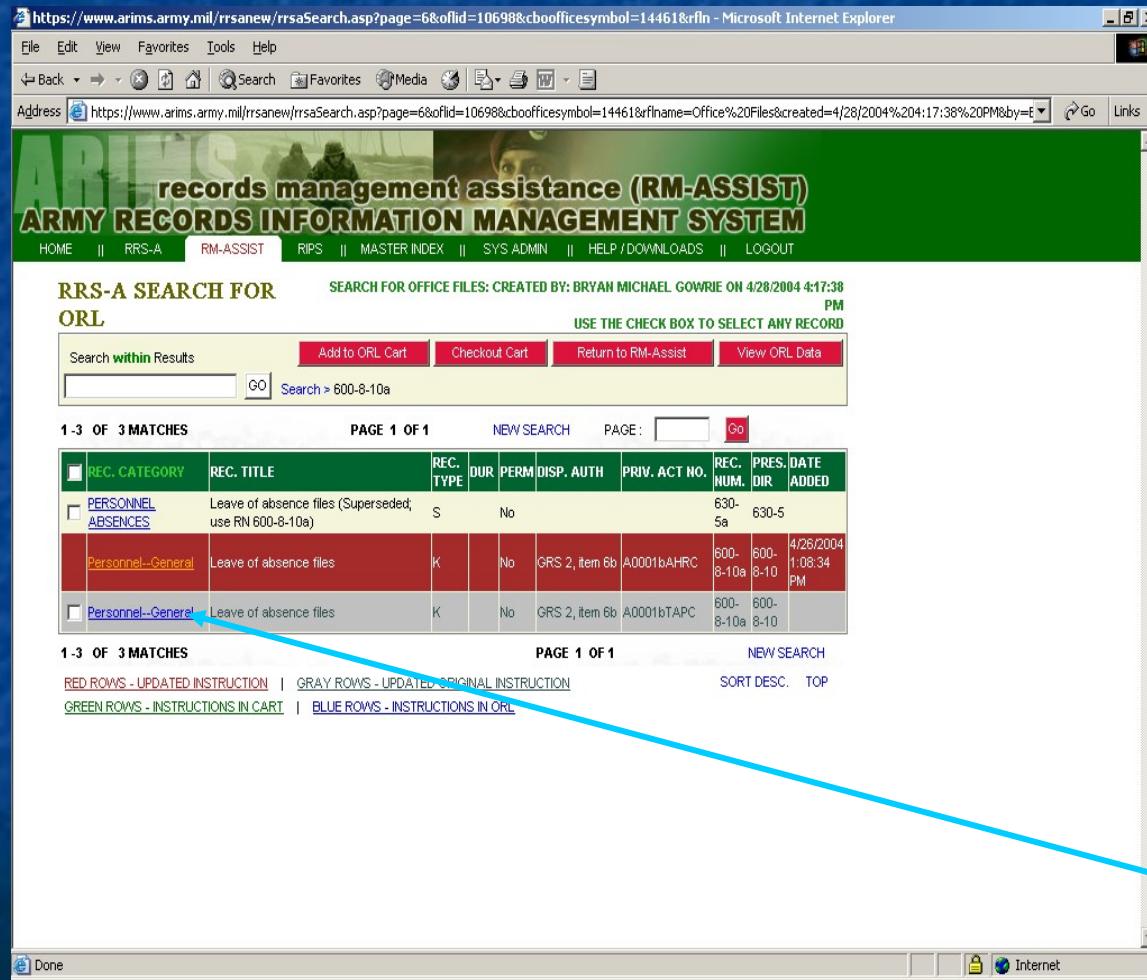
▶ **Select Type of Record**

EVENT  NON EVENT  ALL  
 PERMANENT  NON PERMANENT  ALL  
 TRANSFER  KEEP  ALL

▶ **Browse by Record Category**  
Please Select a record category  Order by  Number  Description

**Submit Search**

# Step by Step to Making an ORL



The screenshot shows a Microsoft Internet Explorer window displaying the ARIMS RM-ASSIST search results. The search term is 'Leave of absence files'. The results table has columns: REC. CATEGORY, REC. TITLE, REC. TYPE, DUR, PERM, DISP. AUTH, PRIV. ACT NO., REC. NUM., PRES. DIR, and DATE ADDED.

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES. DIR	DATE ADDED
PERSONNEL ABSENCES	Leave of absence files (Superseded; use RN 600-8-10a)	S	No				630-5a	630-5	
Personnel--General	Leave of absence files	K	No	GRS 2, item 6b	A0001bAHRC		600-8-10a	600-8-10	4/26/2004 1:08:34 PM
Personnel--General	Leave of absence files	K	No	GRS 2, item 6b	A0001bTAPC		600-8-10a	600-8-10	

- We see that our search results bring back 3 files. The first one is Superseded the second is not selectable and the third is current.
- Click on the blue to link to read information on the file.

# Step by Step to Making an ORL

- We see that this is the file that we want to add to our ORL.
- Click “Back to List” to return to the section screen.



Screenshot of the Army Records Information Management System (ARIMS) showing a record detail page for a leave of absence file.

The URL in the address bar is: <https://www.arims.army.mil/rrsanew/rrsdetail.asp?page=1&batchid=&uicid=&search=600-8-10a&searchicon=0&event=N&perm=N&tork=N&searchby=First&reccatid=&armyreg=&curpage=8&rec=8&sort=1&sorder=0&ID=14938>

The page title is: ARMS record retention schedule - army (RRS-A)

The main content area displays the following information:

Record Category	Personnel-General
Category Description	These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600-series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number.
Record Title	Leave of absence files
Record Description	Copies of DA Form 31 used in requesting and granting leave for military personnel.
Disposition	KEE. Event is after 3 years or GAO audit, whichever is sooner. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Event Description	3 years old or GAO audit, whichever is sooner

Privacy Act Number	A00016TAPC	Event Driven	Yes
Disposition Authority	GRS 2, item 6b	Additional Disposition Authority	
Record Number	600-8-10a	Record Type	Keep
Permanent Record	No	Duration	
Prescribing Directives	600-8-10		
Year Type	Fiscal Year		

# Step by Step to Making an ORL

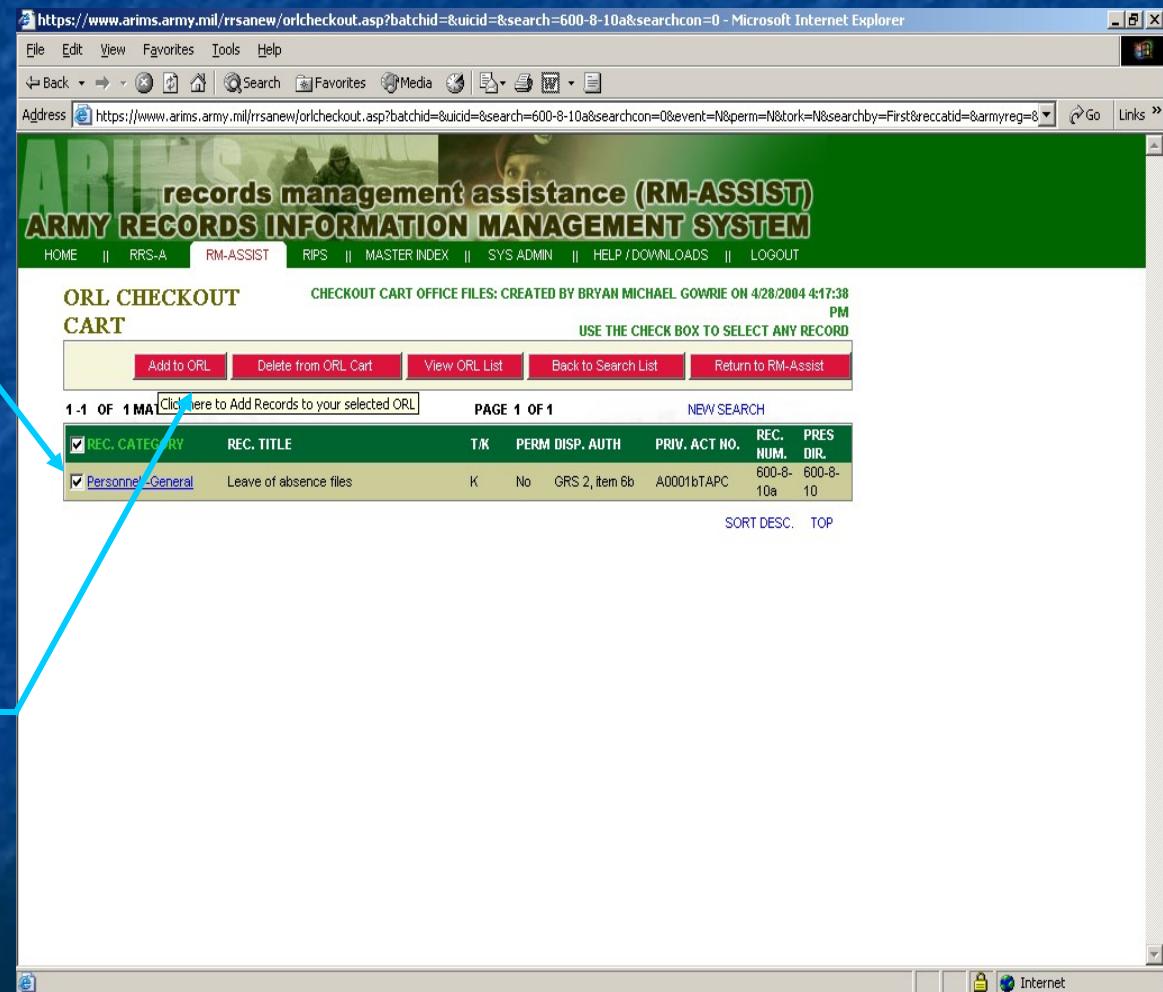
The screenshot shows a Microsoft Internet Explorer window displaying the ARIMS website. The title bar reads "https://www.arims.army.mil/rrsanew/rrsaSearch.asp?page=6&ofid=10698&cbofficesymbol=14461&rfln - Microsoft Internet Explorer". The main content area is titled "records management assistance (RM-ASSIST) ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below this, there are navigation links: HOME, RRS-A, RM-ASSIST, RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. The main heading on the page is "RRS-A SEARCH FOR ORL". It includes a search bar with "Search within Results" and "GO" buttons, and a link "Search > 600 [Add Instructions to your Shopping Cart]". Below the search bar is a table header with columns: REC. CATEGORY, REC. TITLE, REC. TYPE, DUR, PERIOD, PSP. AUTH, DIV. ACT NO., REC. NUM., PRES. DIR, DATE ADDED. The table contains three rows. The first row is blue and labeled "PERSONNEL ABSENCES". The second row is red and labeled "Personnel--General". The third row is green and also labeled "Personnel--General". A blue arrow points from the text "Click the 'Add to ORL Cart' button to continue." to the "Add to ORL Cart" button in the table header.

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERIOD	PSP. AUTH	DIV. ACT NO.	REC. NUM.	PRES. DIR	DATE ADDED
PERSONNEL ABSENCES	Leave of absence files (Superseded use RN 600-8-10a)	S	No			630-3	630-5		
Personnel--General	Leave of absence files	K	No	GRS 2, item 6b	A0001bAHRC	600-8-10a	600-8-10	11:32:34 PM	4/26/2004
Personnel--General	Leave of absence files	K	No	GRS 2, item 6b	A0001bTAPC	600-8-10a	600-8-10		

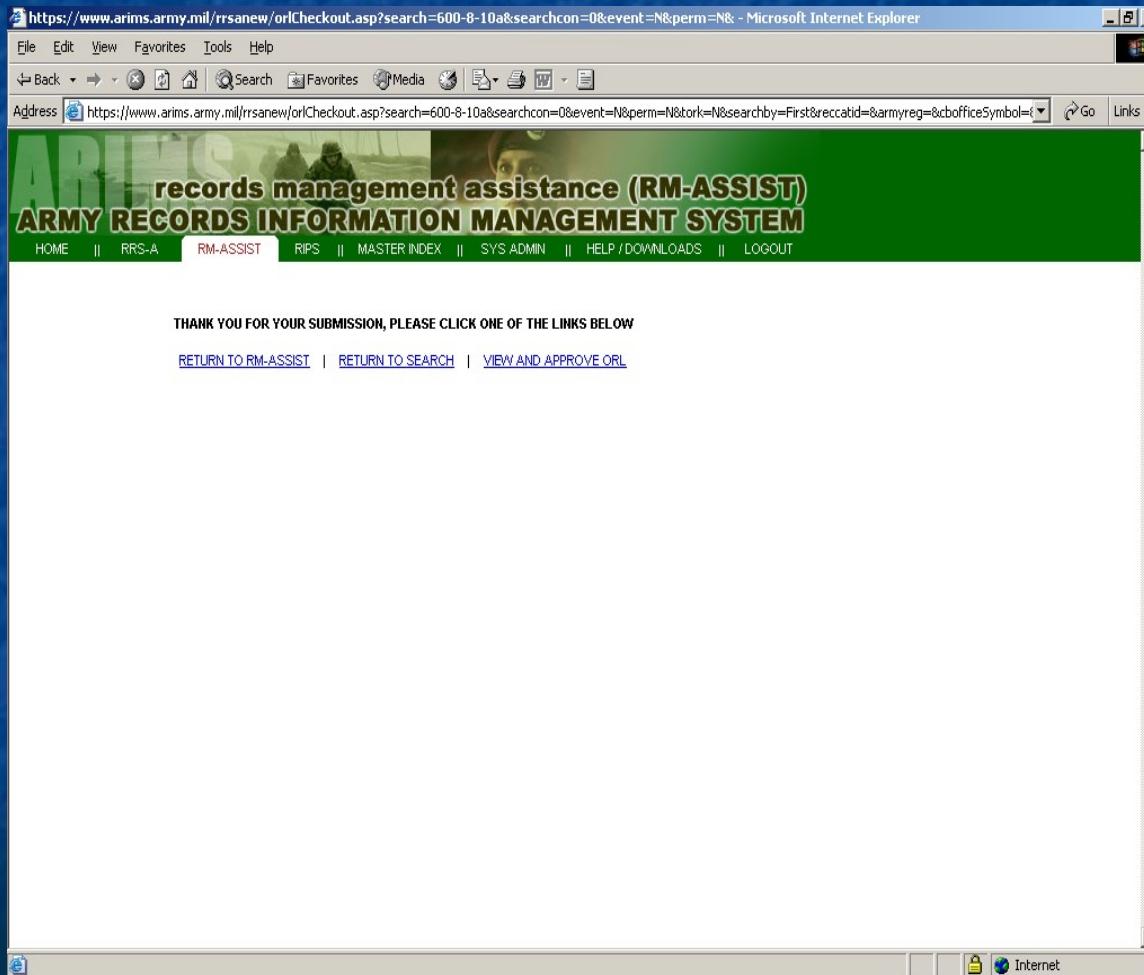
- Place a check mark in the box to select the file to be added to the ORL.
- Click the “Add to ORL Cart” button to continue.

# Step by Step to Making an ORL

- Place check marks on the files that you have added to your ORL.
- Click “Add to ORL” to continue.



# Step by Step to Making an ORL



- That is it. Your files are added to your ORL.
- You can add multiple files to your ORL before checking out the cart. And completing the process.

# Who approves my ORL?

- Your ORL is approved by the Records Manager.
- Your ORL is sent to them via the internet and they will scrub it and either approve or disapprove each file.

# How do I print my labels?

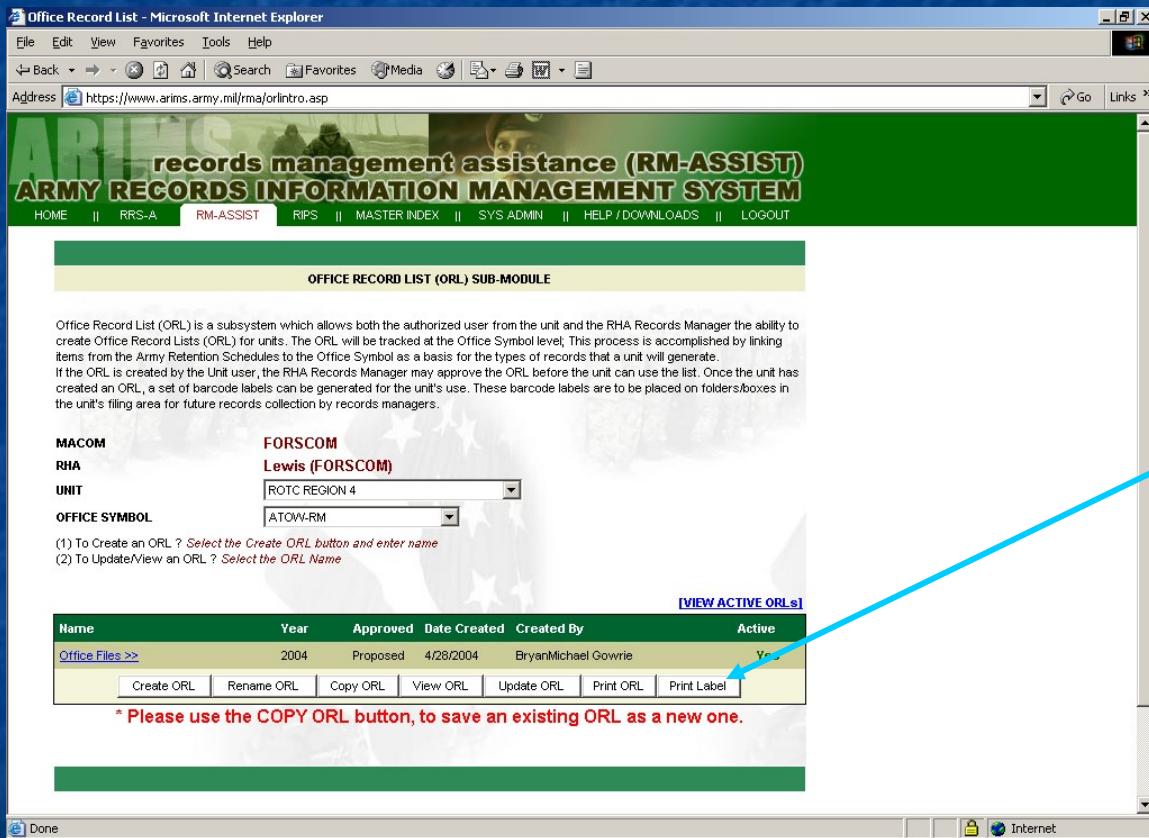
- Highlight the ORL name and then click on the Print Label box. Type the number of labels needed for each type of record number in the white box. Click on the Print Labels red box near the top of the page. Be sure you have Avery labels #5161 or equivalent loaded in your printer before you start the print.

# Step by Step Guide to Printing Labels

- Log into ARIMS and go to the RM-Assist section.
- Highlight your ORL that you want to print labels from by clicking the name of your ORL.

The screenshot shows a Microsoft Internet Explorer window displaying the ARIMS RM-ASSIST system. The title bar reads "Office Record List - Microsoft Internet Explorer". The address bar shows the URL: <https://www.arims.army.mil/rmsa/orlintro.asp?action=reloadofficesymbol>. The main content area has a green header with the text "records management assistance (RM-ASSIST)" and "ARMY RECORDS INFORMATION MANAGEMENT SYSTEM". Below the header, there are navigation links: HOME, RRS-A, RM-ASSIST (which is selected), RIPS, MASTER INDEX, SYS ADMIN, HELP / DOWNLOADS, and LOGOUT. A sub-module title "OFFICE RECORD LIST (ORL) SUB-MODULE" is displayed. A descriptive text block explains the purpose of the ORL. On the left, there are dropdown menus for MACOM (set to MACOM), RHA (set to RHA), UNIT (set to ROTC REGION 4), and OFFICE SYMBOL (set to ATOW-RM). Below these are two numbered instructions: "(1) To Create an ORL ? Select the Create ORL button and enter name.  
(2) To Update/View an ORL ? Select the ORL Name." A "VIEW ACTIVE ORLs" link is located above a table. The table has columns: Name, Year, Approved, Date Created, Created By, and Active. One row is visible: "Office Files" (Year: 2004, Approved: Proposed, Date Created: 4/28/2004, Created By: BryanMichael Gowrie, Active: Yes). Below the table are several buttons: Create ORL, Rename ORL, Copy ORL, View ORL, Update ORL, Print ORL, and Print Label. A note at the bottom says: "\* Please use the COPY ORL button, to save an existing ORL as a new one." At the bottom of the page, there are links for Done, Internet, and other system status indicators.

# Step by Step Guide to Printing Labels



Click on the  
“Print Label”  
button to  
continue.

# Step by Step Guide to Printing Labels

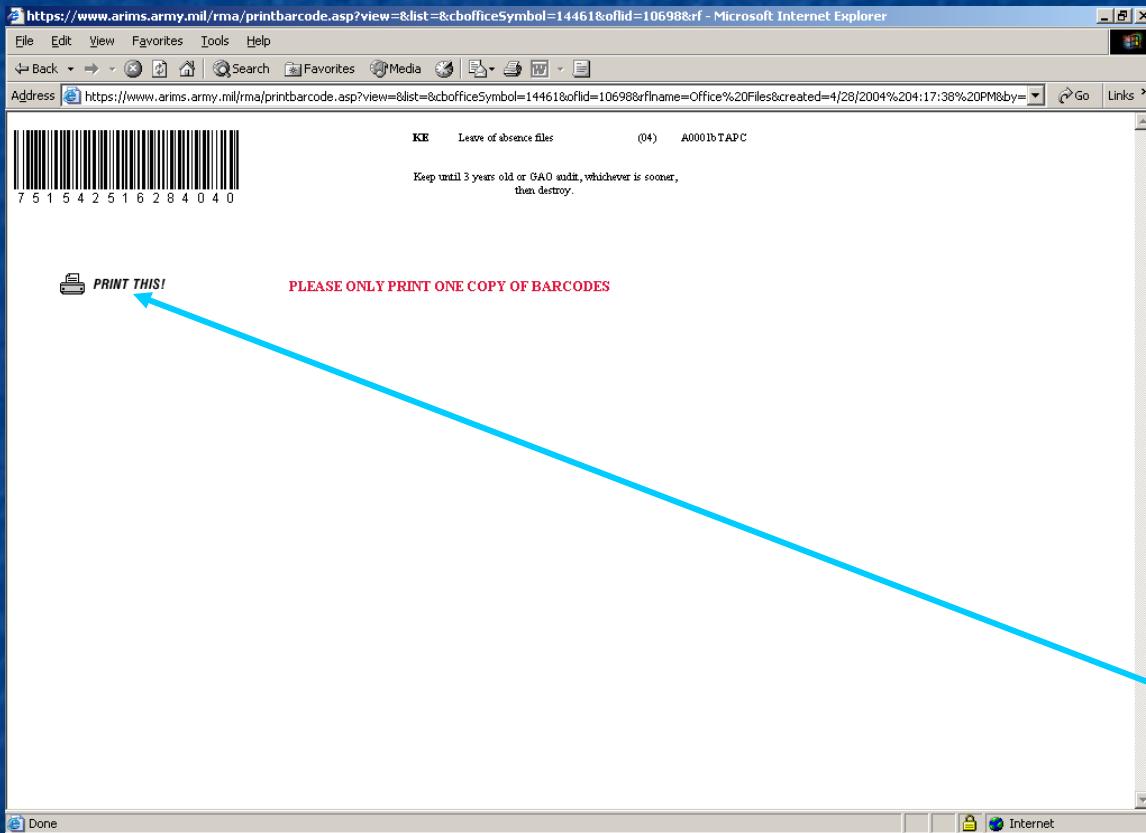
- Put in the box the number of the labels that you need for that file.
- Click “Print Labels” to continue.

The screenshot shows a Microsoft Internet Explorer window displaying the ARIMS (Army Records Information Management System) website. The URL in the address bar is <https://www.arims.army.mil/rrsanew/barcodeView.asp?barcode=true&cbOfficeSymbol=14461&ofid=1069>. The page title is "PRINT LABELS". The main content area displays a table with the following data:

PRINT NUM	REC. CATEGORY	REC. TITLE	T/K	PERM DISP. AUTH	PRIV. ACT NO.	REC. NUM.	PRES DIR.
1	Personnel--General	Leave of absence files	K	No	A0001bTAPC	600-8-10a	600-8-10

Below the table are two buttons: "Print Labels" and "Printer Friendly ORL". A red arrow points from the text in the first bullet point to the "Print Labels" button.

# Step by Step Guide to Printing Labels



Make sure that you have Avery 5161 or equivalent labels loaded into your printer. Click the print button and you're done.

# Where can I find more information?

- More information can be found:
  - In AR 25-400-2 (18 March 2003)
  - Via the internet at  
<https://www.arims.army.mil>
  - Guides can be downloaded from  
<https://www.arims.army.mil/help/download.asp>
  - A FAQ file can be found at  
<https://www.arims.army.mil/help/aersmainhelp.asp>
  - And online training is available at  
[https://www.arims.army.mil/etraining/Section%204/4\\_0.htm](https://www.arims.army.mil/etraining/Section%204/4_0.htm)

# Contact Information

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